

OCCUPATIONAL

LETTERS

- Letters of work experience should be on company letterhead and should include specific dates of employment and a brief job description relative to the teaching field. Letters should come from either current or previous employers. There is no time limitation on the letter of verification. Human Resources or supervisors can write the letter. Letters should be signed and dated. Emails and faxes could be used as a means to receive the letters. These are not letters of recommendation; they are letters documenting work experience. (Sample Employment Letter on next page).
- Self-employment letters can come from any individual's client, supplier, colleague, lawyer, accountant, etc. The letters need to verify the type of business owned, which should be relevant to the field they will be teaching, and the specific dates of owning the business.
- Use time only once no matter how many employers the individual worked for during the same time period.
- Military DD214 forms can be used to verify employment. There is a box that contains duties which verifies the job and years completed.
- Teaching experience can be used when it is the only experience the field utilizes. Example: Aerobics, Martial Arts

LICENSES

- Use current National or Arizona State licenses or certificates. Examples: American Heart Association - CPR card or Arizona Department of Health Services - Paramedic or EMT license.

IDEAS/OTHER

- Letters and licenses/certificates should be cross-referenced with the employment application.
- Resumes should not be accepted as verification of employment in the field.

Sample Employment Letter

- Must be on company letterhead.
- Must include dates of employment and duties or tasks performed.

NOTE: This is not a letter of recommendation. It is a letter documenting your work experience.

(Date)

Yavapai College
1100 E. Sheldon Street
Prescott, AZ 86301

RE: Your Name

To Whom It May Concern:

John Doe was employed at Coconino Community College, Lone Tree Campus, from January 1995 to March 1999. During this timeframe John performed the following jobs:

Computer Lab Assistant: John provided software support to students enrolled at CCC. He ran the open computer lab and helped with required record keeping and hardware and software problems.

Contact Training Instructor: John presented 8-hour contact training sessions on the various Microsoft and Corel software applications. He also presented Windows 95 and internet sessions as well.

Classroom Assistant: John supported instructors by operating the computer for presentation of lecture materials while the instructor conducted the lesson.

John demonstrated proficiency in the use of computer software while performing the above jobs.

If I can provide any other information, please contact me at (123) 456-7890.

Sincerely,

Human Resources/Your Boss/Your Colleague
Title